

## **POSITION DESCRIPTION**

### **Women's Empowerment Program Youth Project Co-presenter Casual Fixed Term Contract February – July 2021**

#### **POSITION CONTEXT**

Women with Disabilities Victoria (WDV) is the peak organisation for women with Disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by:

- being a voice
- creating opportunities to be visible and heard
- building partnerships to deliver the best results, and
- engaging the community to challenge attitudes and myths about women with disabilities.

We have a commitment to create opportunities for girls/women with disability to realise their leadership and advocacy potential.

WDV has received funds from the Commonwealth Government to develop youth specific strategies. One such strategy is developing a Youth Project Co-design Group (YPCG) to review existing, and develop new leadership projects/programs for girls and young women with disability.

We are looking for someone who has personal lived experience as a young person with disability. The Women's Empowerment Program – Youth Project Co-presenter will support WDV's Women's Empowerment Youth Project Officer, to set up the Co-design group, facilitate sessions, and support members of the Co-design group.

The Co-design group will be delivered over two phases. The first phase will not require in person meetings. The delivery of Phase 2 will be dependent on the outcomes of Phase 1, but most likely will also be carried out online, with any in person meetings negotiable.

We are looking for someone who identifies as a young woman with disability to fulfil this position. The successful candidate will be passionate about, and have knowledge on the topics of gender, disability, advocacy, and leadership. They may or may not have previous formal experience of facilitating groups, but will have an understanding of how to support people with disability.

## **EMPLOYMENT CONDITIONS**

**Classification:** Women's Health Victoria Enterprise Agreement 2007 Level 2 – Salary range Year 2 – Year 4 \$57,897 to \$61,256 pro-rata, based on experience Rate per hour will be from \$36.63 - \$38.75 (which includes 25% casual leave loading) In line with the SCHCADS Award 2010 as at 1 December 2020.

**Hours of Work:** Casual hours up to 85 hours over 6 months

**Tenure:** This position is from the date of appointment to 31 July 2021

**Position Location:** 255 Bourke Street, Melbourne. All WDV staff are working from home until further notice under Covid-19 State of Emergency).

## **KEY RESPONSIBILITIES**

As the Youth Project Co-presenter, you will be responsible for:

- Promoting WDV's Youth Project Co-design Group (YPCG)
- Assisting in selecting members of the YPCG
- Assisting in preparation of resources and communications for the YPCG
- Co-presenting YPCG sessions virtually and/or in person where required
- Providing support to members of the YPCG, including access needs
- Assisting in collating and evaluating information from YPCG sessions
- Assisting in finalising Recommendation Reports from the YPCG
- Participating in the Project Advisory Group for WDV's Community Inclusion and Women's Empowerment Program where required.

## **Accountability**

Whilst regular supervision is undertaken by the Women's Empowerment Youth Project Officer, the Co-Presenter will report to the Program Manager for Community Inclusion and Women's Empowerment.

## **GENERAL RESPONSIBILITIES**

The following responsibilities are required to be carried out and apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams, and foster productive relationships.
- Provide verbal and written reports and activities data as appropriate.
- Be actively involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management.
- Work within organisational policies, procedures and Enterprise Agreement
- Comply with WDV Occupational Health and Safety (OH&S) policies and procedures to participate in the achievement of a safe working culture. As well as raise any OH&S concerns in the appropriate manner. Please refer to the below section for OH&S Advice for this position.
- Undertake other duties as directed within each person's scope and abilities.

## **Probity & Compliance Requirements**

- Current consent to check and release National Police Record with a satisfactory outcome.
- Current Working with Children Check (WCC), or successful application of a WCC when appointed to the position.
- Must possess Australian Citizenship or permanent resident status with applicable work visa.
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realising substantive equality for women and women with disabilities

## **OH&S ADVICE FOR THIS POSITION**

1. This position will require the following duties to be carried out:
  - Set up of own IT, audio-visual and accessibility equipment
  - Attending, participating in and organising virtual meetings via video conferencing facilities.
  - Use of video conferencing technology, for multiple hours at a time with a short break.
2. This position may require the following duties to be carried out, but these duties can be negotiated:
  - Some travel for in person meetings
  - Light manual lifting including moving of tables and chairs for meeting set-up
3. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who may be affected by issues raised working in this area.

## **KEY SELECTION CRITERIA**

1. Personal lived experience as a young woman with disability (aged under 30) will be highly regarded.
2. An understanding of and commitment to working from a feminist and a social model of disability, perspective.
3. Good communication skills, both written and verbal.
4. Ability to support young people with disability to participate in activities, reflect, and provide advice.
5. Knowledge and experience, or the potential to acquire the skills, to facilitate group learning.
6. Experience, or an understanding of the importance of, developing and delivering information in plain English.

### **Highly Desirable**

1. Previous involvement with, or knowledge of the Enabling Women Leadership Program.
2. Familiarity with video conferencing technology (e.g. Zoom), and other online communication platforms.

**Applicants from diverse backgrounds are encouraged to apply.  
Responses may be provided in writing, video, or audio message.  
Please refer to Job Advertisement for details.**

**PD DATE OF APPROVAL:** 14 December 2020

## **POSITION CLASSIFICATION DESCRIPTORS**

Level 2 (WHV EBA 2007)

At **Level 2**, the successful candidate will be capable of demonstrating the following accountabilities and competencies (WHV EBA 2007 descriptors):

### **Classification Definitions:**

- I. Work is likely to be without supervision, with general guidance on progress and outcomes sought. Responsibility for, and limited organisation of the work of others may be involved.
- II. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures where there are no defined established practices.
- III. Solutions to problems are generally found in precedents, guidelines or instructions, with assistance available from senior employees.
- IV. Competency at this level involves the application of knowledge with depth in some area and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.
- V. Competencies are normally used within routines, methods and procedures where discretion and judgement is required, for both self and others in planning and selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

### **Classification Competencies:**

- I. Understanding and ability to apply knowledge of the functions of the service in carrying out responsibilities to internal/external clients.
- II. Ability to meet team goals through completion of individual work, within a personal/team work plan that identifies goals, expected results and appropriate timeframe.
- III. Work area goals are achieved through constructive participation to solve problems and through completion of personal tasks. Staff development needs are identified.
- IV. Ability to communicate with others in a manner which conveys the message(s) intended and is adjusted to meet the need or differences of the situation or clients or work colleagues. Written materials can be understood by the reader.
- V. Suggestions for changes in environment or workplace practices are made. Contributions to the implementation of change are made and people are supported in adjusting to changes.
- VI. Understanding and ability to manage time, develop plans,

- practice ethical behavior and develop personal skills.
- VII. Understanding and ability to find information, analyse it and form it into options that identify possible solutions.
  - VIII. Ability to set up equipment and use appropriately in accordance with occupational health and safety guidelines